



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10036

ISSUANCE DATE: September 03, 2018
CLOSING DATE/TIME: September 17, 2018
(4:30PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Assistant FSN-08 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030618R10036
- 2. ISSUANCE DATE:** September 03, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 17, 2018
no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Assistant - (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-08 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:-**The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** **Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The incumbent will be assigned to the USAID/Afghanistan-Office of Infrastructure (OI). OI has seven technical teams, covering a portfolio that includes Energy Business, Energy Infrastructure, Water, Transportation, and Engineering services. Additionally, a Program Management Unit (PMU) supports the technical teams on management, Monitoring and Evaluation (M&E), program design and budgeting. The incumbent will be located in the PMU, supporting the OI technical teams.

The incumbent serves as the Project Management Assistant (PMA) and in that capacity, will provide program support to OI across different sectors. The incumbent will report to the PMU lead, and will be expected to act as a liaison between the PMU, technical teams, and office leadership on issues concerning project/activity management. The incumbent will also manage and/or support external outreach and communications, reporting, knowledge management (internal and external), M&E, and overall program and performance management. The incumbent will help to manage office-level human resources planning and oversee related functions and requirements. The incumbent will work closely with the PMU Lead to ensure that the office is adequately staffed, coordinating with the USAID human resources team in the Management Office (EXO). The incumbent will also liaise with the Office of Acquisition and Assistance (OAA) and the Office of Program and Policy

Development (OPPD) on contracting and program management issues concerning OI projects.

2. Statement of Duties to be Performed

Under the direct supervision of the PMU Lead, the incumbent will be expected to act as a liaison between the PMU, and the technical teams, and office leadership on issues concerning project/activity management. The incumbent will also manage and/or support external outreach and communications, reporting, knowledge management (internal and external), monitoring and evaluation, and overall program and performance management. The incumbent will help to manage office-level human resources planning and oversee related functions and requirements. The incumbent will work closely with the PMU Lead to ensure that the office is adequately staffed, coordinating with the USAID human resources team in the Management Office (EXO). The incumbent will also liaise with the OAA and the OPPD on contracting and program management issues concerning OI projects. The incumbent will be equipped/ trained to backstop official Contracting/Agreement Officer Representative/On Budget Monitoring (C/As/OBMs) as required. The incumbent may also be involved in strategy development, project design, and in program/policy coordination with other United States Government (USG) agencies and donors involved in the water, transport and energy sector.

This position requires project management and analytical skills, knowledge management and human resources competencies, as well as good judgment, and an ability to work with minimal supervision. The incumbent must help ensure that project activities are designed, managed, and implemented to achieve the Agency's goals and objectives for Afghanistan, within USG and USAID mandate(s) and financial resource constraints.

A. Performance Management and Reporting

The incumbent will assist the concerned CORs/AORs/OBMs in all project management actions assigned to her/him. The incumbent will provide inputs/participate in the review and approval of the implementing partners' work plans (life of project [LOP] and annual), monitoring and evaluation plans, branding and marking plans, environmental mitigation and monitoring plans, and other required core project documents.

The incumbent will help in the tracking and reporting of project progress on a continuing basis, especially the key performance indicators that measure the achievement of the main outputs and outcomes. The incumbent will contribute in the review and approval of draft progress reports (i.e., inception, quarterly, annual, and final), as well as the performance of all applicable tiers in compliance with the Mission's multi-tier monitoring system. The incumbent will provide necessary inputs to and participate in performance and portfolio reviews (Mission-wide and project specific). S/he will alert the concerned CORs/AORs of challenges being faced by the projects assigned to him/her, and will assist to ensure that all identified issues are discussed (with agreed actions documented) and eventually resolved.

The incumbent will contribute in strategy development, monitoring and evaluation, and gender mainstreaming initiatives and activities. S/he will also join coordination events with the Government of Afghanistan (GoA), and other activities as warranted.

B. Knowledge Management

The Incumbent will support the overall office in knowledge management. This will include creating, sharing, and managing OI programming information on the water, transport, and energy sectors and closely liaising with the Development Outreach & Communications (DOC) Office. The incumbent will be responsible for maintaining and updating the OI Intranet site and other knowledge management tools; will ensure that the information on the OI intranet is up to date, relevant and appropriately disseminated; and train staff on how to use the OI Intranet and other knowledge management tools, including Agency platforms like the Development Experience Clearinghouse (DEC). The incumbent should be able to link pages from the OPPD intranet to OI intranet. It is the incumbent's responsibility to maintain the OI intranet as a functional and relevant knowledge management tool.

C. Operations and Supervision

The incumbent supports the PMU Lead in managing human resources function to ensure that the office is adequately staffed. The USAID/Afghanistan mission has one of the highest levels of turnover in the agency requiring a considerable amount of attention. This includes planning for staffing gaps throughout the year, recruiting staff, preparing the on-boarding of new staff, overseeing the office evaluation schedule, and ensuring that there is a smooth transition of departing staff. The incumbent also supports the PMU Team Lead with planning office events with Government officials such as round table conferences, press events, and any other events that arise. The incumbent coordinates meetings and visits with counterparts and other donors. The incumbent provides supports to the OI secretary in her/his duties, and backs up the OI secretary when s/he is out of the office.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works under the direct supervision of the PMU Lead. Assignments may also be made by the OI Office Director, and Deputy Director, and other CORs/AORs/OBMs.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** completion of at least two (2) years of study at college or university in business, economics, development science, human resources field is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** At least three (3) years of relevant, progressively responsible work experience that broadly includes program/project support, knowledge management, human resources, planning and implementation support particularly within the context of infrastructure programming with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** Knowledge and understanding of the Afghan government, particularly in the water, transport and energy sectors is required. Knowledge of maintaining and managing information within an office. A good understanding of how to deal with an office with unique staffing needs. S/he will keep current with the state of the development issues in the water, energy and transport sectors in Afghanistan, in order to keep office staff up to date on issues related USAID/Afghanistan activities. Knowledge of basic research methodology and techniques is essential. The incumbent must also have the potential to acquire understanding of, (1) USAID programming project design and implementation policies, procedures, and documentation related to development assistance, as well as (2) objectives, approaches and status of the project(s) to which s/he is assigned.
- e. **Skills and Abilities:** The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information effectively and objectively in written and oral form is preferred. Under limited supervision, the incumbent must be able to assist in

planning, managing and evaluating the project(s) to which s/he is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with colleagues in technical and support offices within USAID, as well as with implementing partner management and staff. Excellent MS Office skills (Word, Excel, PowerPoint) are required. The incumbent must be able to work in a team environment and under pressure.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 50 points
- Knowledge 25 points
- Skills and Abilities 25 points
- Maximum Points: **100 points**

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Assistant (72030618R10036).**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.

- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.